

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD POLICY
DIRECTIVE 90-2122**

22 MAY 2003

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) MUNITIONS
ACCOUNTABLE SYSTEMS OFFICER (MASO)**

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This directory implements Air Force Policy Directive (AFPD) 90-2, The Inspection System, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air Force Instruction (AFI) 21-201, Management and Maintenance Of Non-Nuclear Munitions, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

Table 1. Munitions Accountable Systems Officer (MASO)

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
1.	Munitions Accountable Systems Officer (MASO)			
1.1.	Is the MASO appointed in accordance with AFI 23-111, Management of Government Property in Possession of the Air Force.12.2.1.1? (12.2.1.)			
1.2.	Prior to transfer of MASO responsibilities, is a 100 percent inventory of the munitions stock record account performed? (12.2.3.)			
1.3.	Are Inventory discrepancies resolved prior to accomplishing a Certificate of Transfer? (12.2.3.2.)			
1.4.	Does the incoming MASO review the account using MAJCOM provided checklists and previous audit and inspection reports? (12.2.4.)			
1.5.	Does the MASO maintain the certificate of transfer, any approved waivers and the MASO's documented review as long as accountable documents remain in file with their signature? (12.2.5.)			
2.	Munitions Interservice Release Procedures			
2.1.	Does the MASO ensure ammunition and explosive items are not released to agencies or individuals outside the Air Force unless at least one of the conditions is met in AFI 21-201 paragraphs 12.6.1.1 through 12.6.1.1.6? (12.6.1.)			
3.	Munitions Forecast			
3.1.	Are time change items forecasted using procedures contained in TO 00-20-9? (13.1.2.)			
4.	Determining Proper Stock Levels.			
4.1.	Are unit allocations loaded in CAS IAW MAJCOM instructions and are obsolete levels deleted? (14.1.2.)			
4.2.	Does the MASO compare the CAS organizational record listing to the Air Force Forms 68 and unit allocation document to verify that all organization/shop codes and host/user relationship codes are loaded correctly? (14.1.2.1.1.)			
4.3.	Does the MASO review the organizational record listing for accuracy, and sign it certifying listing reflects correct command codes? (14.1.2.1.2.)			
4.4.	Does the MASO provide each organization with a copy of their allocation, to include changes (i.e. additions, deletions, increases, decreases or transfers of allocation)? (14.1.3.)			
4.5.	Does the MASO approve/disapprove customer requests for excess non-expendable assets left on custody accounts? (14.1.5.1)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
4.6.	Are items turned in and processed for shipment when MAJCOM or ALC redistribution order (RDO) action is received? (14.1.5.2.)			
4.7.	Upon receipt of the allocation document, does the MASO take immediate action to notify organizational custodians in writing identifying munitions by NSN, lot number, and quantity requiring turn in action? (14.1.5.4.)			
4.8.	Does the MASO insure OOCRs are not submitted for allocated expendable items until at least 50 percent of the allocation has been expended (70 percent for Aircrew training munitions)? (14.2.1.)			
5.	Allocation Transfers			
5.1.	Does the losing MASO ensure the allocation and “remaining quantity to be issued field” in CAS is decreased by the amount transferred? (14.3.2.1.)			
5.2.	Once the participating unit receives the after-action report, do they increase their “Current Allocation” and “Remaining Quantity to Issue” fields in CAS to reflect remaining allocations returned from the exercise? (14.3.3.1.)			
6.	Document Control			
6.1.	Has the MASO designated, by letter, personnel authorized access to the document control files and records? (16.1.4.)			
6.2.	Have munitions accountability personnel made changes to the quantity, stock, lot, or document number on expenditures? (16.2.1.1.)			
6.3.	Are documents stamped or mark (in red) “Classified Item” on all documentation associated with accountability of classified items? (16.2.3.1.)			
6.4.	Are original documents (copy 1) stamped with “Document Control”? (16.2.3.2.)			
6.5.	Is the Document Control Report used to monitor the status of documents? (16.3.1.)			
6.6.	Are issues, expenditures, receipts, turn-ins, identity changes, condition code changes, lot number changes and reverse posts returned to Document Control within 10 workdays? (16.4.1.1.)			
6.7.	Are Shipments and ADRs returned to Document Control no later than 5 days after shipment departs station or disposition instructions are complied with? (16.4.1.2.)			
6.8.	Are inventory adjustments filed in document control within 20 days? (16.4.1.3.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
6.9.	Has the MASO designated in writing munitions accountability personnel to perform final quality control of accountable documents? (16.5.1.)			
6.10.	Are documents checked for valid signatures against AF 68 and other letters of authorization? (16.5.2.1.)			
6.11.	Are documents filed in document number sequence by fiscal year? (16.5.2.2.)			
6.12.	Are illegible or incomplete documents returned to the responsible activity for correction? (16.5.3.)			
6.13.	When documents are filed are they removed from the Print Document Control (ISE01A)? (16.5.4.)			
6.14.	Is the AF 614, Charge out Record, or AF 1208, Change Out Record – EAM Card used to track documents removed from file? (16.6.1.)			
6.15.	Are documents and listings retained and disposed IAW AFI 21-201, AFI 37-138, Disposition of Air Force Records, and AFMAN 37-139, Records Disposition Schedule? (16.6.2.)			
7.	Reverse Post (RVP)			
7.1.	Before processing RVPs, has the MASO approved by signing a memorandum containing a brief explanation of the circumstances? (16.7.1.)			
7.2.	Is this memorandum attached and filed with each RVP? (16.7.1.1.)			
7.3.	Has only the MASO signed, printed name, and dated the RVP document? (16.7.1.2.)			
8.	AF FORM 68, Munitions Authorization Record			
8.1.	Has the MASO or designated representative briefed all personnel on the AF 68 on their responsibilities? (17.2.2.)			
8.2.	Has briefing been documented, and filed in account folders? (17.2.2.1.)			
8.3.	Have all personnel been briefed within 30 days of MASO approval date on AF 68, or prior to receiving custody of munitions, whichever is sooner? (17.2.2.2.)			
8.4.	Has the MASO reviewed AF 68s for completeness and accuracy and either approve/disapprove? (17.2.2.3.)			
8.5.	Are copies of AF 68s distributed to Munitions Inspection, Storage, account custodian, document control, and custody account monitor? (17.3.1.)			
8.6.	Are AF 68s re-accomplished annually or when the primary custodian or commander change? (17.3.2.)			

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9.	Off-Line Processing (Post-Post)			
9.1.	Has the MASO developed locally written post-post procedures? (18.2.1.)			
9.2.	Has the MASO established a Post-Post document control log to assign document numbers? (18.3.1.)			
9.3.	Are CAS listings necessary to support post-post processing run on a recurring basis? (18.3.2.)			
10.	Requisitioning			
10.1.	Has the MASO ensured the appropriate Project Code and requisitioning priorities are used? (19.2.2.)			
10.2.	Do units include "FYXX RQMT" in the "Comments" field of the requisition to indicate the correct fiscal year? (19.2.3.1.)			
10.3.	Do CAS units use the Requisition Status Report to monitor requisitions? (19.3.)			
10.4.	Do units take aggressive follow-up action to ensure assets are received by their required delivery date? (19.3.2.1.)			
11.	Receiving Munitions			
11.1.	Do personnel authorized to receipt for munitions in-check assets? (20.1.1.)			
11.2.	Are assets received on accountable records within 24 hours, but no later than 5 workdays? (20.3.1.)			
12.	Inventory Procedures			
12.1.	Are semi-annual/perpetual inventories performed? (21.1.2.1.)			
12.2.	Are monthly 10% inventories performed? (21.1.2.2.)			
12.3.	Are Change of MASO inventories performed? (21.1.2.3.)			
12.4.	Are semi-annual unserviceable inventories? (21.1.2.4.)			
12.5.	Are annual MASO Custody Account inventories performed? (21.1.3.1.)			
12.6.	Are Quarterly Custody Account inventories performed? (21.1.3.2.)			
12.7.	Are Primary Custodian Change inventories performed? (21.1.3.3.)			
12.8.	Are inventories performed utilizing either CAS generated or manual inventory worksheets and will the account be frozen before or after the physical count? (21.2.2.)			
12.9.	Does the MASO ensure munitions users are aware of the inventory dates? (21.2.3.)			
12.10.	Does the MASO publish Semi-annual inventory dates through base media? (21.2.3.)			

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12.11.	Are inventories conducted and reconciled within 30 days of inventory start date? (21.2.4.)			
12.12.	Does the MASO initiate inventory adjustment procedures if the discrepancy still can't be resolved? (21.3.7.)			
12.13.	Are the results of the stock record account inventories, the findings and corrective actions, documented in writing and briefed to the Munitions Flight Chief, Maintenance Supervisor, and commander? (21.3.8.)			
12.14.	Is the Inventory Accuracy Report produced during the Semi-annual stock record account or Change of MASO inventories and filed with the inventory package? (21.3.8.1.)			
13.	Custody Account Inventories			
13.1.	Does the MASO document the results of the inventory and brief the custodian and commander on the findings and required corrective actions, once every 12 months? (21.4.1.1.)			
13.2.	Do the organizational commander; custodian and MASO sign copies of the current custody account listing and documented findings? (21.4.1.2.)			
13.3.	Is the current reconciled inventory listing and findings maintained until superseded by the next annual and Quarterly MASO Custody Account inventory? (21.4.1.5, and 21.4.2.1.)			
14.	Stock Discrepancies			
14.1.	Are discrepancies between accountable records and on-hand balances discovered during an inventory or while accomplishing day-to-day operations thoroughly investigated to determine the cause? (21.6.1.)			
14.2.	If the assets are not located during the search, and the loss is not a result of an erroneous transaction, do you determine if the loss meets the reporting criteria outlined in DoD 5100.76-M? (21.6.1.5.)			
14.3.	If assets meet the criteria listed in DoD 5100.76-M, is the RCS HAF-SP (AR)-7101, Reporting of Significant Arms and Non-nuclear Munitions Losses and Incidents submitted IAW AFI 31-101? (21.6.1.5.)			
15.	Custody Accounts			
15.1.	Does the organization commander, responsible for munitions issued to custody accounts, appoint a primary custodian? (22.2.1.)			

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15.2.	Does the MASO provide custody account management training to all custodians and certifiers within 30 days of MASO approval date on AF 68, or prior to receiving custody of munitions, whichever is sooner? (22.2.2.)			
15.3.	Do custodians submit munitions forecast requirements according to this AFI and any supplemental instructions? (22.2.5.1.)			
15.4.	Do custodians maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed and reconciled Quarterly Custodian Inventory? (22.2.5.7.)			
15.5.	Do custodians transfer munitions accountability to a new custodian or turn in all munitions and explosives to the MASO at least 45 days before release from duty? (22.2.5.8.)			
15.6.	Do custodians ensure munitions are not released to agencies or individuals outside the USAF? (22.2.5.16.)			
15.7.	Do custodians ensure expenditures are submitted within 5 duty days, except during contingency operations? (22.2.5.19.)			
15.8.	Does the MASO and munitions account custodian keep the AF 68 in their jacket files? (22.3.1.1.)			
15.9.	Does the MASO and munitions account custodian keep approved allocation document, including any AF 1996s in their jacket files? (22.3.1.2.)			
15.10.	Does the MASO and munitions account custodian keep current forecast (if applicable) in their jacket files? (22.3.1.3.)			
15.11.	Does the MASO and munitions account custodian keep expenditure log in their jacket files? (22.3.1.4.)			
15.12.	Does the MASO and munitions account custodian keep latest reconciled Quarterly Custodian Inventory (signed by the commander, custodian and MASO) and count sheets in their jacket files? (22.3.1.5.)			
15.13.	Does the MASO and munitions account custodian keep a test reconciled MASO Custody Inventory (signed by the commander, custodian and MASO) and count sheets in their jacket files? (22.3.1.6.)			
15.14.	Does the MASO and munitions account custodian keep documented training and briefings in their jacket files? (22.3.1.7.)			
15.15.	Does the MASO and munitions account custodian maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory? NOTE: This only applies to the custodian's jacket file. (22.3.1.8.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
16.	Issue and Custody Issue			
16.1.	Has all documentation has been properly processed prior to issuing munitions items? (23.1.1.)			
16.2.	Are all ERRC code 'XD' controlled using DIFM? (23.2.1.2.)			
16.3.	Are all CAD or PAD items issued regardless of ERRC under DIFM control? (23.2.1.3.)			
16.4.	Does the MASO or designated representative review and approve all issue requests? (23.6.1.)			
16.5.	When possible, are munitions issued in QUP or "LITE box" configuration? (23.6.3.)			
16.6.	Is the AF 2005/DD Form 1150 completed IAW local supplement? (23.6.4.)			
17.	Expenditures			
17.1.	Does the consuming organization or activity provides the MASO with expenditure documents within 5 duty days? (24.1.2.)			
17.2.	Is the AF 2005 completed IAW local supplement? (24.2.1.)			
18.	Turn-Ins			
18.1.	Is the AF 2005 or DD Form 1150 used as the source document to process turn-ins? (25.7.1.)			
18.2.	Are turn-in documents prepared IAW local operating instructions with the minimum entries (NSN, quantity, lot number, nomenclature, and document number of the original issue)? (25.7.2.)			
19.	Disposition Of Munitions			
19.1.	Are the ADRs - Ammunition Disposition Request (AF 191) processed via the automated ADR system located on the OO-ALC/wm website, (https://ammo.hill.af.mil/wm/)? (26.2.4.)			
19.2.	Does the munitions inspector(s) assign condition code "P" and the MASO forward an ADR (or CAS equivalent) to the appropriate PM for disposition instructions? (26.4.1.1.)			
19.3.	Do base munitions personnel take action to segregate this waste munitions from serviceable/unserviceable assets? (26.4.4.1.1.)			
19.4.	Are the waste munitions clearly marked? (26.4.4.1.2.)			
20.	Shipments			
20.1.	Does the transportation office provide the MASO with a list of individuals authorized to receipt for munitions and explosive items, including classified items? (27.1.1.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
20.2.	Does the list contain name, rank, SSAN, security clearance and signature specimen for each authorized individual? (27.1.1.1.)			
20.3.	Is the list of individuals authorized to receipt for munitions and explosive items, including classified items updated as changes occur and re-accomplished annually? (27.1.1.1.)			
20.4.	Are all RDOs processed to ensure the RDO RDD is met? (27.1.4.)			
20.5.	When tasked to ship MICAP, is the documentation turned over to transportation within 24 hours? (27.1.4.1.)			
20.6.	Does your unit generate and review the Unsatisfied RDO Listing daily? (27.1.4.2.)			
20.7.	Is the property from CAS records not being dropped until the shipment physically leaves your installation? (27.2.3.)			
21.	Missile Management			
21.1.	Are unserviceable GCUs shipped to depot facilities in full containers, using priority 02? (28.1.2.)			
21.2.	Are replacement GCUs requisitioned based on the number of unserviceable GCUs shipped to depot or manufacturer? (28.1.2.1.)			
22.	Air Intercept Missile/Captive Air Training Missile (AIM/CATM)-9 Guidance Control Unit			
22.1.	Are spare WGU-4 GCU used to support CATM requirements when available? (28.2.1.)			
22.2.	Is the AUR identified under the stubby National Stock Number (NSN 1427-01-319-9495AB)? (28.2.2.)			
23.	Container Management			
23.1.	Does the munitions activity manage, control, and report empty munitions containers IAW basic reparability data in the IDR file? (29.1.3.)			
23.2.	Are empty munitions and missile component containers identified by a specific container NSN, model number, serial number and item technical order? (29.1.4.)			
23.3.	Does the owning or using organization turn-in the empty containers after removing assets from their packaging? (29.1.6.)			
23.4.	Do base activities keep enough empty munitions containers on hand to break down all built-up complete rounds? (29.1.6.2.)			
23.5.	Are unneeded containers inspected / certified and disposed of IAW 11A-1-60? (29.1.7.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
23.6.	Does the MASO inventory empty munitions, missile component and AUR containers with scheduled custody account or account inventories? (29.1.8.)			
23.7.	Does the MASO direct turn-in of empty containers not found on accountable records and resolves the condition for the unreported items? (29.1.8.)			
24.	Time-Change Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD)			
24.1.	For CONUS bases, do using organizations submit a validated quarterly time-change AFTO Form 223, Time Change Requirements Forecast, Spreadsheet, or CAMS generated forecasts to the MASO between 45 and 60 days before the next calendar year quarter? (31.2.2.)			

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